



The Internet Resource for Multifamily Professionals.

## Assorted Training Tips & Tricks

**SOURCE:** Assorted inspiration, including the Trainer's Warehouse catalog, Fall 2001. To order your own items or catalog, visit them on the web at [www.trainerswarehouse.com](http://www.trainerswarehouse.com) or call (800) 299-3770.

- Come On Back – To get students' attention and keep them moving back to their seats after a break, choose a brief, upbeat song. Every time they hear this tune, they'll know they have 30 seconds left before the session resumes.
- Rewarding Performance – Make a big deal about handing out course completion certificates at the end of a session. Make sure your certificates are attractive, professional looking, and if possible, even framed. If you can get your students to keep – and display – their completion certificates, it not only reminds them of what they learned but also helps you to market your course to others!
- Tube Time – Searching for the perfect way to transport flipchart pages as you travel from location to location? A cardboard mailing tube works wonders. If you want to keep your pages in order, simply keep them attached to the tablet. With a box opener or pair of scissors, cut off the cardboard "backing" to the chart. Your charts remain, bound by the top of the chart. Scroll them up, insert into the mailing tube and you're ready to take your show on the road! You can even mail them to your training location in advance, inexpensively.
- Toss the Dice – Find every opportunity to involve your students and/or meeting attendees in the activities of the day. When it comes time to take a break, give one die each to two participants and let them roll. Add up the sum of the two dice, and the total rolled equals the number of minutes for your break.